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**From:** West, Katherine (POL)  
**Sent:** Monday, August 27, 2012 2:13 PM  
**To:** Biello, John (POL); Maloney, Valerie (POL); Acker, Edelyn (POL); Thomas, Jana (POL); Robidoux, Jessica (POL); Tatro, Caroline (POL); Sullivan, Melissa (POL); Wilson, Andrea (POL); Piro, Peter (DPH); Saunders, Della (DPH); Hanchett, James (DPH); Kastor, Sheauling (POL); O'Connor, Jessica (POL); Ferreira, Jenny (POL); Fisk, Samantha (POL); Donovan, Kerrie (POL); Hanley, Christina (POL); Kennefick, Joanna (POL); Place, Cassandra (POL); McDermott, Karen (POL)  
**Cc:** Drugan, John (POL); Sennott, Mary (POL); Levasseur, Michelle; Sullivan, Kristen (POL); Gagnon, Kenneth (POL); Convery, Sharon (POL); Morrison, Cathleen (POL); Miller, Jeremy (POL); Elian, Albert (POL); Murphy, Matthew G (POL); Small, Michael (POL); Piso, Scott (POL); Bois, Marcy (POL); Riddell, Sandra (POL)  
**Subject:** New FY13 Order Form  
**Attachments:** FY13 Order Form.xlt

Hi folks,

Attached is a copy of the new FY13 Order Form for Commodities. We have updated the form to include our new drug labs in Amherst and Jamaica Plain, as well as updating some of our vendors and having the new list of approvers reflect some staff changes. Please remember that you can still continue to use vendors if they do not appear on the drop-down list, as we have only included our most frequently used vendors. Please feel free to write in a state-contracted vendor if it does not appear on the list.

If you have current orders outstanding under the old FY12 Order Form, you do not need to re-submit. We will process the ones that we already have as they are. If you are submitting new orders, please use the updated form.

If you find any errors or critical omissions on this form, please let me know.

Passwords for approving the new form will be sent out to approvers in a separate email.

Thanks!

-- katherine

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